



## **CITY OF EASTVALE EMPLOYMENT OPPORTUNITY**

### **Economic Development Manager**

**Salary range: \$88,055.57-\$118,002.88**

Annually based on experience, with corresponding benefits.

#### **ABOUT THE CITY**

The City of Eastvale is a dynamic, growing community in Riverside County. The City is diverse in both its citizenry and its businesses. Eastvale's government is responsible for representing and protecting those interests, as well as maintaining the infrastructure and quality of life within the city. These tasks are centralized in Eastvale City Hall.

City Hall is a complex, fast-paced working environment. Employees of the City of Eastvale are expected to exercise professionalism and courtesy, and must work efficiently and in accordance to applicable laws, codes and regulations. Attention to detail is required.

Learn more about us by visiting [www.eastvaleca.gov](http://www.eastvaleca.gov). Qualified candidates with a strong public service interest, are encouraged to apply.

#### **THE POSITION**

The City Manager's Office has an opportunity available for one (1) full-time/benefitted Economic Development Manager. This is a FLSA exempt position that works under the general supervision and reports directly to the City Manager or designee to plan, coordinate, recommend and implement the strategies, activities and operations of the City's economic development program; to develop and implement marketing programs emphasizing business retention, attraction and development; to serve as a resource for the public including developers, property owners, community organizations, businesses and residents; and to perform related duties as required. The typical work schedule is a 4/10 Plan, and the assigned work days may vary depending on the needs of the City, which at times may include evening and/or weekend work. Weekend work may also be required to assist with various City events. Regularly driving a City vehicle is required.

#### **EXAMPLES OF ESSENTIAL DUTIES\***

1. Assists the City Manager and Assistant City Manager in implementing programs to attract, retain, and expand businesses in the City of Eastvale; and coordinates projects with City departments and outside agencies.
2. Responds to inquiries pertaining to business development; sends out informational materials marketing specific target areas; assists businesses by facilitating development related processes; analyzes business needs against available programs and makes recommendations.
3. Serves as a resource for the public including developers, property owners, community organizations, businesses and residents; assists in resolving difficult and sensitive citizen inquiries and complaints.
4. Collects, compiles, and analyzes economic, demographic, and marketing data; maintains economic development data bases, including information on target uses; and develops and creates a variety of reports based on data collected.

5. Recommends and implements targeted marketing programs for business retention, attraction and development programs; coordinates the design and production of marketing tools newsletters, maps, marketing brochures and flyers.
6. Makes presentations to members of the business community; coordinates the City's attendance at trade shows and conventions, seminars and other events; and organizes, plans, and implements information forums and workshops for the business community.
7. Represents the City with such organizations as the Chamber of Commerce, the County of Riverside Economic Development Agency, and other business-related organizations and agencies.
8. Researches businesses to ensure a thorough understanding of their products and organizational culture; and develops strategies based on research findings.
9. Negotiates and administers contracts between the City and consultants; monitors consultants to ensure compliance to contract provisions.
10. Recommends and develops innovative marketing strategies and communication tools to reach a variety of different markets in the promotion of the City of Eastvale as the best business location opportunity; and meets with existing business customers on service and expansion issues.
11. Researches and develops recommendations on economic development projects; provides technical staff support to the City Manager and Assistant City Manager; and coordinates and monitors activities of consultants.
12. Assists in the development and implementation of goals, objectives, policies, and priorities for the City's economic development program; identifies resource needs; recommends, develops, and implements approved policies and procedures.
13. Recommends the hiring of economic development personnel; supervises, trains, and evaluates employees.
14. Prepares staff reports and other necessary correspondence in support of major projects and initiatives; and presents reports to the City Council, as required.
15. Keeps abreast of all local, State, Federal, and other regulatory agency laws, rules, regulations and policies applicable to the City's economic development program to ensure compliance.
16. Assists in the development and monitoring of the economic development program budget.
17. Interacts with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
18. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
19. Performs related duties as assigned.

*\* This description is representative of typical duties, and does not limit the assignment of other related duties and responsibilities to the position.*

#### **EXPERIENCE, TRAINING, AND LICENSE**

*Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Qualifications:**

Graduation from an accredited college or university with a Bachelor's degree in public administration, urban studies, marketing, or a closely related field. A minimum of four years of progressively responsible professional experience in economic development serving in a management or supervisory capacity, which includes management of a major program and/or projects.

**License/Certificate:**

Possession of a valid Class "C" California driver's license and a satisfactory driving record.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Knowledge of operations, services and activities of a municipality including the policies and procedures related to economic development programs; federal and state laws, regulations, and administrative policies governing economic development practices and procedures; applicable ordinances and regulations governing economic development of the City; financial procedures and regulations; municipal budgeting procedures and techniques; research methods and sources of information related to urban growth and economic development; recent developments, current literature, and sources of information related to economic development planning; principles and practices of marketing and public relations, principles and practices of public speaking, public contact, and community relations; contract preparation; grants; construction management and bid process; business letter writing and basic report preparation techniques; modern office procedures, methods, and equipment including computers and related software applications such as word processing, spread sheets and databases; office management principles, methods and procedures, including principles and procedures of record keeping; the organization and operations of the City and of outside agencies in order to perform necessary assigned responsibilities; English usage, spelling, grammar and punctuation; safe work methods and safety regulations.

**Ability to:**

Develop, recommend, plan and implement effective economic development program strategies; research, prepare, and present reports on a variety of economic development projects; perform responsible and difficult administrative work including project management and recordkeeping involving the use of independent judgment and personal initiative; develop and apply administrative and regulatory policies and procedures; provide information and organize materials in compliance with applicable laws and regulations; operate programs within allocated budget; develop effective marketing tools; assist in attracting and retaining businesses; effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the economic development program; interpret and apply legislative and administrative mandates and regulations; respond tactfully, clearly, concisely and appropriately to inquiries from the public or other agencies on issues in area of responsibility; maintain confidentiality of information and exercise tact and diplomacy in interpersonal dealings which are difficult, highly sensitive and confidential; work independently in the absence of supervision; plan and organize work to meet changing priorities and deadlines; evaluate program effectiveness; analyze problems, generate and evaluate alternatives, reach practical conclusions, and devise workable solutions; communicate clearly and concisely, both orally and in writing; operate a computer using word processing, spreadsheet, and financial software at a high level of competency and proficiency; exercise sound independent judgment within areas of responsibility; establish and maintain effective working relationships with the City Manager, City officials, Board and Commission members, contractors, consultants, management, staff, the public, and others encountered in the course of work; provide excellent customer service; keep current in the field of planning and economic development; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

**SPECIAL REQUIREMENTS**

Ability to attend special City events including weekends, evenings and holidays, as required.

Ability to attend night meetings and work extended hours, as needed and/or required.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands:**

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for item above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Travel by vehicle may be required while conducting City business.

### **Mental Demands:**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgment in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, Boards, Commissions, contractors, consultants and others encountered in the course of work.

### **WORKING CONDITIONS**

The employee typically works in an office environment. Non-traditional work hours may be required in order to accommodate the City's needs including attendance at City Council meetings, special City events, and matters requiring the presence of the Economic Development Manager. These hours may include, but are not limited to: weekends, evenings and holidays. The employee may be required to travel using public transportation. Generally, the environment is clean with limited exposure to conditions such as dust, fumes, odors or noise. Travel throughout the City is required.

### **FLSA STATUS**

This is an Exempt classification.

### **RECRUITING GUIDELINES**

Any combination of education and experience which may provide the required knowledge, abilities and skills is qualifying.

### **SELECTION PROCESS**

**Stage 1** - The first stage in the selection process will consist of a review of each applicant's employment application, resume and cover letter. Applications that are incomplete and/or that do not meet the minimum combination of education and experience will not be given further consideration.

**Stage 2** – The second stage in the selection process will consist of review by subject matter experts who will evaluate and rate the candidates' applications and resumes in order to determine those that most closely demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. Successful candidates who most closely meet the defined criteria will be invited to participate in the next stage.

**Stage 3** – The third stage will consist of interviews with a panel of subject matter experts, where candidates will be evaluated and rated on responses to pre-defined questions. Candidates may also participate in a skills-based performance test. Candidates must achieve a passing score to be placed on the eligible list for employment consideration.

**Stage 4** – The fourth stage will consist of an interview with the City Manager or City Managers designee. Finalists will then move into background and reference checking.

The City of Eastvale reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

## **GENERAL INFORMATION**

**Background/Reference Check/Physical Exam:** City employment is contingent upon satisfactory completion of a reference check, criminal background investigation, including fingerprinting, and a post-offer (City paid) physical examination (including drug/alcohol testing).

**Immigration and Reform Control Act:** In compliance with the Immigration and Reform Control Act of 1986, the City of Eastvale will only hire individuals who are legally authorized to work in the United States. Candidates who are offered employment must provide proof of identity as required by the I-9 form and instructions.

**Equal Opportunity Employer:** The City of Eastvale is an Equal Opportunity Employer. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non-job-related factor.

**Reasonable Accommodation:** In compliance with local, state and federal laws and regulations, the City of Eastvale is committed to making reasonable accommodations in the examination process and in the work environment. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process must make a request no later than the final filing date for receipt of applications. Such requests should be addressed to Human Resources at the City of Eastvale, 12363 Limonite, Suite 910, Eastvale, CA 91752, or call (951) 361-0900.

## **BENEFITS**

- CalPERS Retirement Plan – The City participates in the California Public Employees' Retirement System 2% @ 60 for classic members (2% @ 62 for new members). The employee pays their respective PERS retirement contribution (7% for classic members, 6.25% for new members).
- Cafeteria Benefit Package – City offers a \$1,600/month cafeteria benefit that can be used to purchase medical, dental, and vision premiums, and health and dependent flexible spending programs. Employees have the option to cash-out up to \$800.00 of monies not used in their monthly cafeteria benefit.
- Deferred Compensation Plan – 457 Deferred Compensation Plan is available to employees through CalPERS.
- Insurance Programs – Additional supplemental insurance programs are available to employees through American Fidelity Assurance Company (i.e. Life, Disability, Accident, and Cancer insurance coverage).
- Work Schedule – City offers employees a "4/10" work schedule. City Hall is closed every Friday.
- Life Insurance – Full time employees receive \$50,000 worth of life insurance at the expense of the City.
- Vacation Accrual – Employees accrue 3.08 hours of vacation per pay period.
- Sick Leave Accrual – Employees accrue 3.46 hours of sick time per pay period.
- Holidays – 11 paid holidays per year.
- Floating Holiday – Employees receive one floating holiday each calendar year.

- Holiday Savings Club – Employees have the option to participate in the Holiday Savings Club which deducts a desired amount from each check and provides a payout during the holiday season.

### **HOW TO APPLY**

A City Employment Application must be completed and submitted along with the supplemental questionnaire, a resume, cover letter, and references. The City's Employment Application is available on the City's website at <http://www.eastvaleca.gov/city-hall/employment>.

Completed City Employment Applications may be submitted to the City of Eastvale at 12363 Limonite, Suite 910, Eastvale, CA 91752 or via email [hr@eastvaleca.gov](mailto:hr@eastvaleca.gov) and must be received no later than **5:00 PM Thursday, August 16, 2018**. No late applications will be considered.

For specific questions regarding this position, contact Human Resources at (951) 361-0900, or email [hr@eastvaleca.gov](mailto:hr@eastvaleca.gov).

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in the announcement may be modified or revoked without notice.